

Guidelines for Letters of Recommendation

Please keep in mind you are asking teachers to invest their time, one of our most valuable resources. Requests are best communicated with that understanding in mind and language that reflects such understanding.

When you address an elder or anybody regarding professional matters DO NOT greet using the word: "Hey" Ms., Mrs., Mr., or Dr._____, It is appropriate to close your email with a closing greeting as well, after which it is customary to include your name.

1. By the end of junior year - please ask 2 (Junior) teachers if they are willing to write you a letter of recommendation (these are ACADEMIC teachers with whom you have completed a course). Things to consider:
 - a. Intended Major
 - b. Rapport and relationship with the teacher
 - c. What would the teacher say about me as a student? Did I help others? Did I participate? Did I make positive improvements/strides in the class?
 - d. Does the program to which you are applying require a recommendation from a specific discipline of study?
2. Keep your eyes peeled for your teacher(s) response. Follow up in a polite unassuming manner should you not hear back. An expression of gratitude goes a long way!
3. Your guidance counselor will also write a letter of recommendation - please complete their form on Google Classroom. Any questions contact your counselor via email.
4. Senior year - Please follow up with the teachers you asked to alert them you are in the process of preparing your school support material. This may also help to confirm your teacher has prepared your letter or remains willing to provide one for you.
 - a. If you were unable or did not ask at the end of junior year, please complete Step 1. Be certain to provide at least one month for your teacher to prepare their best work.
5. Senior year - Submit a Transcript Request Form to the College Center 4 weeks before your earliest deadline.
 - a. The College Center staff will assist by officially requesting your teachers via Naviance.
 - b. You have the ability to choose/select certain teacher letters you would like to be sent to certain schools in various instances.

***** **DO NOT** CREATE YOUR OFFICIAL COMMON APPLICATION ACCOUNT UNTIL AFTER AUGUST 1st.

***** **DO NOT** ADD ST. ANTHONY'S TEACHERS OR FACULTY AS RECOMMENDERS ON COMMON APP.